

**CITY OF EL MIRAGE  
ADMINISTRATIVE POLICIES & PROCEDURES**

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SECTION: HUMAN RESOURCES  
CATEGORY: EQUAL EMPLOYMENT  
TOPIC: EQUAL EMPLOYMENT OPPORTUNITY POLICY  
REFERENCE NO: AP15-042  
EFFECTIVE DATE: September 2008  
REVISION DATE/NO: September 2013(1), April 2014(2), June 2015(3)

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**I. POLICY**

The City of El Mirage provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, political affiliation or veteran status, in accordance with applicable Federal and State laws.

All employees of the City are required to comply with the applicable Federal and State laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, discipline, termination, layoff, recall, transfers, leave of absence, compensation and training.

The City also provides equal treatment for disabled persons who can perform, with or without reasonable accommodation, the essential functions of the position and have bona fide occupational qualifications for the position, when such accommodations do not impose an undue hardship on the City or create an unreasonable threat to the safety or health of the citizens or employees of the City. The City will engage in an interactive process with an employee or applicant with a disability in order to accommodate a qualified applicant's or employee's ability to perform the essential functions of the position.

In order to support its commitment to equal employment opportunity and in recognition of the positive effects of a workforce which contains persons with diverse experiences, strengths, talents, and abilities, the City will:

- Recruit and retain an appropriately diverse workforce
- Provide a supportive work environment for all staff
- Encourage a variety of ideas and perspectives
- Provide support for individual career development

## **II. APPLICABILITY**

This policy applies to all employees of the City of El Mirage. Employees who fail to comply with this policy will be subject to disciplinary action.

Contractors, sub-contractors, sub-grantees, and vendors doing business with the City of El Mirage must comply with this policy. Failure to do so will jeopardize initial, continued or renewed contracts with the City of El Mirage.

## **III. RESPONSIBILITY**

The City of El Mirage Human Resources Department receives and reviews all documentation concerning the filling of positions prior to job offers being made and receives and reviews documents concerning personnel transactions to ensure compliance with this policy.

Implementation of this policy is the shared responsibility of all City management.

For questions concerning the administration of this policy, please contact the Human Resources Department. This policy and procedure may be amended from time to time as the City deems appropriate.

APPROVED:

  
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Dr. Spenceer A. Isom, City Manager

APPROVED AS TO FORM:

  
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Robert M. Hall, City Attorney